

SEXUAL HARASSMENT TRAINING

HANDOUT

- Two types of sexual harassment:
 1. **Quid Pro Quo**—means that for giving sexual favors, individual gets something in return. “This for that” idea.
 2. **Hostile environment**—unwelcome behavior that is severe and pervasive and unreasonably interferes with the person’s work.
 - **Third Party** - Sexual conduct which is welcome and reciprocated between a couple or group, but creates a hostile environment for others.
 - **Sexual Favoritism** - Sexual conduct that is welcomed and reciprocated between a couple or group, but results in unfair treatment of others.
 - **Sex-based** - Any harassing conduct which is based on gender can constitute sexual harassment.

EXAMPLES OF SEXUAL HARASSMENT

Exposure of sexual parts	Pressure for date(s)
Grabbing	Sexual gestures
Pinching/Patting	Sexually explicit pictures/drawings
Hugging/kissing	Sexual written materials
Stroking/Rubbing/Massaging	Cornering/blocking path
Sexually explicit language and/or jokes	Ogling/leering
Sexual propositions	

VERBAL SEXUAL HARASSMENT

- “Jody” calls of a sexual nature
- Barking, growling, oinking or whistling at passerby, which indicates your perception of their physical appearance.
- Sexually degrading language, profanity
- Promises of rewards or benefits for “cooperating”
- Telling jokes with sexual connotations
- Personal inquiries unrelated to the work environment
- Referring to co-workers as honey, babe, dear, sweetheart, hunk, stud, etc.
- Pressure for dates

NON-VERBAL SEXUAL HARASSMENT

- Sexually oriented entertainment at functions, both live or video (topless dancers, strippers, X-rated video tapes/movies, etc.)
- Looking the other way (failure to curtail inappropriate sexual behavior at work)
- Leering, ogling of another’s body, giving them the “once over”.
- Gestures made with intentional sexual overtones (blowing kisses, licking lips/mustache, winking).
- Leaving sexually orientated cartoons, pictures, magazines.
- Adding sexually oriented picture to presentations as attentions getters.
- Ashtrays, coffee cups, figurines depicting nudes or designed to represent sexual anatomy

MYTHS AND FACTS ABOUT SEXUAL HARASSMENT

MYTH: Sexual harassment is not harassment at all. It is purely a personal matter between a man and a woman; a fact of life.

FACT: If the actions are unwanted and unwelcome, then it is harassment, particularly if the victim has made it very clear that she/he does not desire an intimate relationship with the person making the overtures.

MYTH: Women/men invite harassment by their behavior and/or dress.

FACT: Sexual harassment is not a sexually motivated act. It's an expression of power expressed in a sexual manner.

MYTH: A single encounter, such as a pinch or pat, is not sexual harassment but only a gesture of friendship.

FACT: Sexual harassment may occur as a single encounter or as a series of incidents, or a pervasive, continuing part of the work environment.

MYTH: If a woman/man really wants to discourage unwanted sexual attention, she/he can do so. If she/he is sexually harassed, she/he must have asked for it.

FACT: Many people believe that a "NO" is really "YES" and therefore do not accept refusal. Additionally, with a supervisor, employer, recruiter, the person may be coerced or forced to submit.

MYTH: If a victim ignores the harassment, generally it will stop.

FACT: Often, if a person simply ignores sexual overtures, his/her silence is taken as a sign of acceptance. The harassment may then become worse and sometimes reprisals in the form of unwarranted reprimands or doubled workloads result.

MYTH: Any person with a sense of humor wouldn't mind a little friendly pat now and then.

FACT: Sexual harassment on the job is humiliating and degrading, there is nothing humorous about it.

MYTH: It is harmless to verbally harass people on the job or to pinch or pat them.

FACT: Harassment on the job is not part of the job. People victimized by sexual harassment suffer emotionally and physically as well as economically.

MYTH: If feminists didn't make such a big issue of it, most women wouldn't think twice about sexual harassment.

FACT: Women and men DO think twice about it. Even those who do not recognize it as sexual harassment know something is wrong with the way they are being treated. They fear being blamed, ostracized, or fired, and this prevents open discussion or reaction to the harassment.

WHAT TO DO ABOUT SEXUAL HARASSMENT

THE VICTIM:

1. Recognize sexual harassment when it happens. Understand that it does not "come with the job", and that it is against the law.
2. You may unknowingly be encouraging the alleged harasser by laughing at his/her jokes or flirting back. This behavior can lead the harasser to think you really enjoy this type of attention on the job.
3. Although it is not required, the law encourages you to inform the harasser that you find the behavior offensive and that it is unwelcome.
4. Document all sexual harassment incidents and related conversations: date, time, witnesses.
5. If telling someone to stop their behavior doesn't solve the problem, go to your or the offender's supervisor with the complaint. Continue to use the chain of command and the Social Actions office.
5. You may file a complaint at any time in accordance with Air Force Regulations. Your written report must include: 1) the date of the incident(s), 2) who was involved in the incident, 3) what specifically occurred, 4) that the incident occurred to you, and 5) what you want to resolve the complaint.

THE SUPERVISOR:

1. Increase your level of sensitivity and awareness in order to recognize sexually harassing behavior which may create a hostile work environment.
2. If you know or should know that sexual harassment behaviors are occurring and fail to take timely action to correct the situation, you can be subject to corrective or disciplinary action as well.
3. Your responsibility is to resolve sexual harassment complaints at the lowest level possible by conducting a preliminary review with the complainant and the alleged harasser. In conducting a preliminary review:
 - a. Interview the complainant. Get all the facts of the alleged incident(s) and what the complainant wants to have happen. Document the conversation and instruct complainant not to discuss the alleged behaviors with the alleged harasser. All notes are to be maintained in a confidential file and can be turned over to the Social Actions Officer.
 - b. Make sure you have a clear description of the behavior. Determine if the behavior was unwelcome and if it was based on sex.
 - c. Contact with the Social Actions Officer and the Judge Advocate. If the allegation is found to be sexual harassment, they will assist you in choosing the appropriate disciplinary action.

TO AVOID BEING ACCUSED OF SEXUAL HARASSMENT:

1. Think before you make a gesture, say anything or touch anyone in a manner that might be construed as offensive. Ask yourself, "Would I say/do this in front of my parent, spouse, child?"
2. Remember that sexual harassment is not necessarily committed by men toward women. A man could find another man's pin-up posters offensive. Women, too can inflict harassment.
3. Sexual harassment poses a unique set of problems for commanders. Male supervisors might be reluctant to correct female subordinates, regarding their uniforms or hair style for example, because they are afraid of sexual harassment charges. The key is to be professional. When counseling, be job-specific. Do not let emotions come into play. Stick to what is right and wrong about the behavior, not the person.

DEALING WITH A SEXUAL HARASSMENT COMPLAINT

Some Do's and Don'ts for Supervisors and Managers

IF AN EMPLOYEE COMPLAINS TO YOU ABOUT SEXUAL HARASSMENT:

DO

- Take the employee seriously, right from the start.
- Contact the EO representative for your area before conducting a fact finding inquiry or taking corrective actions.
- Encourage the employee to talk specifically. Ask "What brought you here?" or "Please describe that last situation."
- Get all the facts. Find out exactly what happened. Do not make assumptions about what the employee means. Ask questions like:

"Where did the behavior occur?"

"Who was involved?"

"Were there any witnesses?"

"Did you talk with anyone else about what happened?"

"Has this happened before?"

"How long has this been going on?"

"Did you tell this person the behavior was unwelcome?"

"What was the person's reaction?"

- Listen and ask the employee what action he/she wants to take. The employee may only want to talk with someone about their concerns, or get more information about their rights.
- Remember that you must take action to make sure that alleged unwelcome behavior stops, even if the employee says he or she does not want you to become involved, or make things worse..
- Encourage the harassed employee to say "no" to the offender. Frequently the inappropriate behavior can be stopped this way.
- Treat the offender's behavior as any other serious misconduct by following the progressive counseling/disciplinary process.
- Take immediate action to correct and stop the inappropriate behavior. Most law suits are filed as a last resort because the employee was unable to get the harassment stopped.

DON'T

- Tell the employee to ignore the behavior. Seventy-five percent of these situations get worse when ignored.
 - Assume the victim is at fault, or "asked for it."
 - Joke about, discount or make light of the situation or the victim.
 - Ask "why" questions such as; "why didn't you do something about this before?" "Why" questions are often perceived as judgmental, implying the victim did something wrong.
 - Ask leading questions like; "Would you want to continue working here if he/she continues this behavior?"
 - Ask multiple choice questions such as; "Did he/she touch you on the arm, shoulder or the face?" Instead ask; "where did the person touch you?" or "Can you be more specific about how the person touched you?"
- Let the behavior continue — **IT IS ILLEGAL**

